

Verify any data entered is still accessible and accurate. If not, contact Teachscape Support.

Tasks & activities that were carried over from before conversion with data can be duplicated & renamed to create new blank items to be completed for 15-16.

http://reflect.helpdocsonline.com/duplic ating-evaluation-activity If educator is entering a new evaluation cycle, assign a new evaluation plan in Reflect Administration. Ensure that all component scores AND the holistic SLO score were SUBMITTED (not just 'save & exit'). If this step was completed, contact Teachscape Support.

evaluation plan in
Reflect
Administration. If
evaluation plan cannot
be assigned, or if an
evaluation plan is
present even though
one was not assigned
by the district, contact
Teachscape Support.

## **Teachscape Support**

1-877-204-5568 <u>support@teachscape.com</u>